STAR -ENTERING T & A

LOG ON

Choose FILE

Choose T & A MAINTENANCE

Choose ROLLOVER (Rolling Pin ICON on tool bar - 5th icon from left) Asks DO YOU WANT TO CREATE A NEW PP FOR ALL EMPLOYEES? Answer YES Will then prompt for which PP you want? (May take a minute; when finished will say "Rollover was successful") Click OK If you have any employees that did not rollover (such as intermittent) a screen will show who was not rolled over.
Highlight first employee that you wish to input T&A information for

From tool bar choose BiWeekly (4th icon from right)
At the individual employee screen HIGHLIGHT the PP transactions shown from previous PP
Choose DELETE (buttons in lower right of screen) Asks "Confirm delete" YES

Under "Detail"
Input information from each line of T&A Schedule starting with the transaction code. Then ADD. Continue for each transaction code.

Verify by choosing the icon on tool bar that is 5th from the right (Magic Wand and Top Hat). *This is the same as the old F4 key that updated the entry in PC-Tare.*

Continue adding other T&As by choosing from the tool bar the icon for next name or next social security number.

When all T&As have been entered and verified, Print by choosing the stack of papers icon - 4th from left (If you choose the printer icon all you will get at this screen is a screen print) and going to the employee list where you can highlight who you want to print. At Report Preference select "text" instead of T and A for the type for a easier page layout. It is recommended that after highlighting you choose print selected instead of print all. On your monitor a window will appear with a preview of all the T& As that are formatted for printing. At this time you can double check your entries before printing. Close the door

Transmit - choose 4th icon from right. Uncheck "USE JCL"; this is only used for actual transmitting to NFC. Highlight who you want to transmit. Make sure your xmit disk is in drive "A:. It is recommended that after highlighting you choose Xmit selected instead of Xmit all. On your monitor a window will appear "Save Transmit File As" choose your "A" drive and save to the file name of XMIT.DAT. If you already have a XMIT.DAT file on the disk you will be asked if you want to append. (This would be for adding additional T&As that need xmitting). Choose no if you are not adding T&As. Close the door. Close doors on all screens until you are
back at the main menu to exit.

Steps to Add new employee to your STAR
(whether just hired or transferred to your timekeeping)

Log on to STAR

Choose “File”
‶ ”Employee Maintenance or Time and Attendance Maintenance”

This will take you to the employee list.
In tool bar, click on the time sheet with plus sign (2nd symbol from left).

You are now on the employee screen
Enter following information (tab between fields)
Social Security Number; Last name, first name, middle initial (try to be consistent in format for entering name with/without punctuation)

Choose correct work schedule from the drop down (full-time, part-time, intermittent, etc.)
Default for pay plan is General Schedule only changed if wage grade employee
Default for Tour of duty is 80 hours - changed only for part-time or intermittent.
Special Type - not used by us
Day limitation should not be checked unless you have an employee with a limited day appointment.
Leave information for new employee would be 4 and 4 (the defaults)
Will only need to change for former ARS employee or transfer to your dept.
Contact point will be found on previous T&A.
Always exit via the door (4th icon at top) Should save first but will prompt for save if exit via door without first clicking on the save icon.

The program will then prompt for the new employee’s 1st pay period. You would generally choose the current pay period that you are entering.

The next screen to come up is the Employee Leave Account screen. With a new employee there will generally be no changes or nothing to bring forward but if this is a transfer to your group there may be items brought forward.
Close Door

Back at Employee list
Choose BiWeekly Icon
‶ View Header Icon
Check box if new employee; Fill in necessary fields; AWS is always 8 for ARS; Accounting Data for new employee will be 1 for the 1st week and you will change it to 2 for the 2nd week just like before. Choose ok

Back at BiWeekly T&A
Input hours

Verify
Print - choose text
Transmit - always uncheck JCL box

SPLIT T&A

To do a Split T&A, follow the instructions below

Go to FILE, then to Time & Attendance Maintenance

Perform the Rollover

Select Employee

Click on "T&A List" (the green icon)

Select the pay period requiring a split

Click on "Split Selected T&A"

Click on "Yes"

Enter the End Day for Week 1, and the Beginning Day for Week 2

Click on "Continue"

You now have two "In Progress" records

Select one at a time and enter in data for that week

After both have been completed, click on "Verify". They will both verify at the same time.

Proceed with Transmit as usual.

Completing T &A's For Employees With Number of Days Worked Limitations (NTE)

1. In the STAR Employee Detail screen, check the box in the lower left hand comer.
2. Prepare the T&A as normal except you will need to go into the T&A Header (second icon from left), also called update header. In the middle of the screen is a block named "Days of Work." Enter your two-digit number equal to the number of days the employee was in a pay status during the pay period. Possible entries are "01 " through "14."
3. Count as one day in pay status any day for which pay is received, regardless of the number of hours worked.
4. In the remarks sections of the T &A, show the total number of days the employee has worked under the current appointment. Extreme care must be exercised to assure employees do not exceed their appointment limitations.

Intermittent employee Skipping Pay Periods

1. Highlight name on employee list
2. Click on T&A list
3. Click on "add new"
4. Select pay period needed.
5. This will take you to the Biweekly screen where the new T&A can now be inputted.

Wage Grade Employees

Differential Payment (Transaction Suffix Code)

Code "1" Scheduled tour falls between
7:00am and 3:00pm

Code "2" Scheduled tour falls between
3:00pm and Midnight

Code "3" Scheduled tour falls between
11:00pm and 8:00am

FEGLI Coverage Amount (FS Field C)

Code "Blank" for 1st shift

Code "2" for 2nd shift

Code "3" for 3rd shift

Code "4" for varied shifts (employee
works 2 or more in a pay period)

STAR -CORRECTED T & A

Correct before doing rollover

T &A Maintenance

Click on employee (to highlight)

T&A List

PP to correct

Click on correct T &A

Make corrections

Verify

Print

Transmit

On disk write who the T &A is for and what PP

Send for transmission to NFC

RESTORE EMPLOYEE TO THE STAR SYSTEM

1. Go to the NFC/STAR banner
2. Click on System, then select Backup/Restore
3. Highlight Contact Point Number
4. Click on Proceed with Restore
5. Highlight Contact Point Number
6. Select Complete T&A Data
7. Click on Continue
8. In pop up window change the STAR drive to the A: drive. (3½ Floppy)
9. At the bottom of the pop up screen (Files of Type) arrow down to select all files
10. Double click on file of person you want to restore
11. Cancel out of STAR back to the NFC/STAR banner
12. Employee should now be back in the STAR system. You can check to see under the list of employees in Employee Maintenance

ARCHIVE AND DELETE EMPLOYEE IN STAR SYSTEM

1. From STAR/NFC banner click on System, then select Archive.
2. From new screen highlight the Contact Point Number box.
3. In area labeled employee, click on the small gray box containing 3 dots.
4. Highlight the employee's name.
5. Click on Select
6. Click on Continue
7. On this screen delete C:\ ...on Path and File Name and insert A:\(last name of employee) (Have a blank disc in drive A, which you can use for all archived employees until disc space runs out).
8. Click on Continue. (Box on screen will say Archive was Successful and will also show the number of T&As archived). Click on OK.
9. If you have more employees to archive click on grey employee box with the 3 dots and repeat the archiving process
10. When finished archiving, click on Cancel
11. From STAR/NFC banner, click on File, then select Employee Maintenance.
12. Highlight employee you wish to delete.
13. Click on 4th icon from the left (the delete employee icon with the red X)
14. Confirm the deletion of the employee
15. The employee is now deleted from the STAR system and archived on the disc in your A: drive.

Steps to Conversion from PC-TARE to STAR

(IMPORTANT NOTE: Before loading master record from PC-TARE into the STAR, please check the names of your employees. Names must be formatted in the correct format: (Lastname, Firstname I) There must be a comma after the last name followed by a space and there must be a space between the first name and the initial. A period after the initial is optional but be consistent.)

1. Load last Master Record from PC- TARE into the A drive.

2. Go to the STAR Banner by clicking on the STAR icon.

3. Click on "SYSTEM" on the STAR Banner and select " Data Conversion".

4. Pay Period table will appear. Select the same pay period as that on the PC-TARE master disc. Make sure screen shows TARE 1.x is selected.

5. Select the uppermost left icon "Convert Data".

6. Change your drive to the " A " drive.

7. Highlight the "master" document and click on open.

8. Click on OK. You will receive a message that X number of records have been converted.

9. To exit the Data Conversion window, click "close".

ANNUAL LEAVE AND CREDIT LEAVE REMINDERS WHEN LEAVING

Annual Leave – Employees can’t use annual leave on their last working day with the Federal government. The Lump Sum Annual Leave Act of 1954 prohibits the use of annual leave on the last day of work when it is known that the employee is separating from the Federal government. However, an employee can use compensatory time, credit hours, or sick leave and not violate the law.

Credit Leave – Please consider using up small amounts of credit time before leaving the Federal government. Because credit time must be paid via a manual payroll/personnel system rather than a computerized payroll/personnel system, the National Finance Center bills ARS $50.00 each time a separating employee must be paid for credit time. Even if only 15 minutes of credit time must be paid, ARS is billed $50.00. (These charges are paid from a central fund—not the specific management unit.) Therefore, especially if you don’t have many hours of credit time accumulated at the time of separation, it would be very beneficial if you would consider using them before separating.